Retrospective is a critical activity in Agile developments.  You can find more about retrospectives [here](#).  In this tutorial, we will introduce a simple retrospective format and a tool (postfacto) that helps your team's retrospective.

# Retrospective How-to

## Preparation

Before you go to your team's retrospective, we recommend you finish the iteration self-assessment survey first.  In this survey, you can find expectations of some Agile practices and teamwork.

The retrospective is a team activity that takes about 1 hour.  Ideally, you would want to hold retrospectives in an open and relaxing environment.  It can be held in-person or remotely.

One member from your team should check [this list](#) for your team's retrospective board.  He or she should change the password and shared the URL+password to the rest of the team.  You should check if you can access to your team's retrospective board.

## Retrospective

First, open your team's retrospective board.  Your team can share one screen for the first step, but also make sure that each of you has access to the board.

The first activity should be reviewing the last iteration's action items.  You can find them at the bottom of the app.  For your first iteration, you can skip this step.

The second activity is to come up with new items.  Each teammate should think and add some items to the retrospective board.  It is recommended that you work on your own device for this step to avoid biases.

Items listed on the retrospective board should be about your team's practices or feelings.  For example, if you feel that your team's communication should be improved, you can put this onto the board.  You can also put things that you are happy about.  For example, you can put an item about setting up your repository successfully on the board.  The goal is to let others know your feelings and opinions.

The third step is to read and vote.  Read the items on the board and vote for the topics that you'd like to discuss.  If you find an item confusing, you can ask others to explain.

After voting, you can start discussing the topics ordered by the number of votes the topic got. The person who wrote the item should first explain the item to others. The goal of this discussion is to find some action items that your team can do to improve productivity in the next iteration. You do NOT need to finish all the topics.

Finally, you can wrap up the meeting by confirming the action items.

# Postfacto How-to

Postfacto is a tool developed by Pivotal.

First, know your team's retrospective board URL and password. You can see how this is set up in the tutorial for retrospectives. To change the password, use "Retro Settings" in the Menu.

Go to the URL and enter your password. You should see a page that is similar to the following.
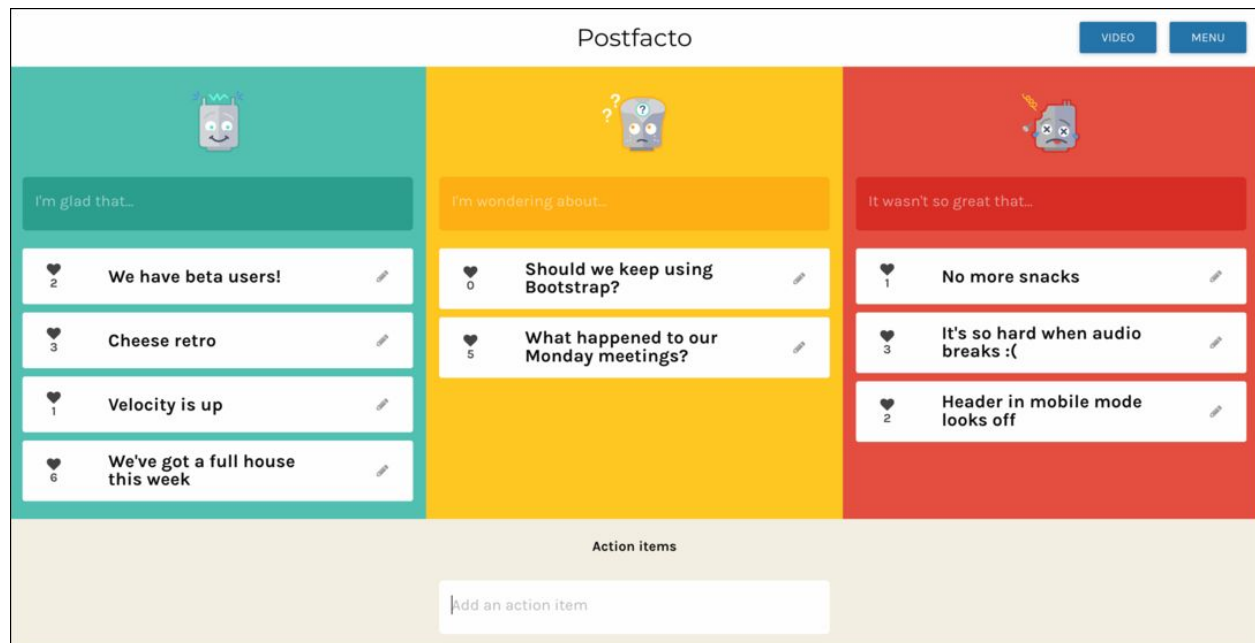


In this page, you can find action items at the bottom. The three columns are meant for items that are good, confusing, and bad. You can add your own items to the three columns in retrospectives.

You can create a new item by typing in the input box for each column. You can vote by clicking the heart icon in each card. You can click a card to expand it, which indicates a discussion is happening for this card. A timer will also appear if you expand a card.

Upon completion of a topic, you can archive the card by clicking "Done" in the expanded view. You can also mark an action item as done in by clicking the rectangle.